WORK-LIFE EMPLOYEE DISCOUNT PROGRAM AND RESOURCE AND REFERRAL INFORMATION

Guidance and Frequently Asked Questions

Revised February 23, 2011



The Department of Personnel & Administration, Division of Human Resources (DPA/DHR) administers the State of Colorado's Work-Life

Program. The state's total compensation statutory goal is to recruit and retain a qualified workforce to serve the citizens of Colorado. A work-life program is an essential component of an effective and successful total compensation program. An Executive Order issued on April 10, 1998, states it well; "The state recognizes that work-life issues must continue to be addressed in order to retain a quality workforce, to create a culture conducive to improved productivity, quality and customer service, and to compete for future workers."

The goal of the Work-Life Program is to support a productive and high performance-driven state workplace while assisting employees and managers with the balance between work and life responsibilities. Work-life options are not an employee right. This guidance will specifically address two innovative work-life options, the resource and referral information and the Employee Discount Program (EDP), which offer employees additional benefits to state employment.

RESOURCE AND REFERRAL

The state recognizes that many personal and professional challenges face our workforce. In order to better assist employees in these difficult situations, the Work-Life Program offers resource and referral information. If an employee is dealing with personal or professional concerns that may require professional counseling, the Colorado State Employee Assistance Program is available to assist. For other issues such as dependent care (child and elder), financial planning (PERA and other planning), debt and credit counseling services, and college savings/investing, the Work-Life Program offers links to other government and non-profit organizations, which may be able to help. The State of Colorado and Work-Life Program do not endorse any business and assume no obligation or responsibility for any arrangements made between the employee and the business. For more information, see the Work-Life Resource and Referral Web site.

EMPLOYEE DISCOUNT PROGRAM

The EDP has been active for over 10 years. Beginning with childcare discounts, the program has grown to offer many different discounted products and services. One of the main goals of the EDP is to list, for state employees, appropriate discounts offered by various businesses.

The State's EDP Web site is operated by PerkSpot. Employee discount information located on the PerkSpot Web site lists available discounts from appropriate businesses. The EDP Web site (www.colorado.gov/dpa/discounts) clearly cautions that these discounts are not necessarily the best deal available. As an informed consumer, each employee should research and compare prices, levels of service, or any certification or licensing requirements before making any purchase or signing any agreement or contract. The State of Colorado and Work-Life Program do not endorse any business and assume no obligation or responsibility for any arrangements made between the employee and the business.

EMPLOYEE ELIGIBILITY

Generally, all state employees, regardless of branch of government or status (permanent, full-time, part-time, temporary, retired, etc.) are eligible for these discounts (the business offering the discount has the authority to decide if any exclusions apply); however, limitations on participation may exist for those specific employees *directly and significantly* involved in the procurement process (this typically refers to purchasing agents). Such employees should consult their purchasing director for guidance. Most state employees taking advantage of discounts offered by private businesses do not violate any rule, procedure, or code of ethics. Some businesses may require employment verification, which may consist of a pay stub or state identification, for eligibility determination.

DEPARTMENT ROLE

These innovative options are intended to enhance the benefits of state employment and are generally extremely valuable to employees; however, each department may decide how and if it chooses to pass the information along to employees.

PERSONAL USE OF STATE RESOURCES

Employee discounts and resource and referral information are part of the State's total compensation package. Employees who visit the EDP Web site and receive and review emails sent from the EDP while on state time, using state equipment, are not misusing state owned property. As these discounts are a benefit offered to state employees, it is appropriate for employees to view and research information offered on the EDP Web site and informational emails. Once an employee decides to contact a business or make a purchase over the phone, in person, or online, that becomes an activity that must be done on the employee's own time and may not be done using state resources or during work time.

WHEN BUSINESSES CONTACT DEPARTMENTS

Often times, businesses offer free informational seminars or on-site product demonstrations on a variety of topics and products or services. The Work-Life Program refers businesses to contact department HR offices if requesting access for seminars or on-site visits. The Work-Life Program will never give permission on behalf of any department granting access for an on-site visit or seminar, the decision rests solely with the individual department. Each individual department has the discretion to decide whether to work with approved businesses more extensively or to work with unapproved businesses. Some departments have chosen to tell businesses that the discount program is enough and they will not do anything more, while a few others have decided to let businesses come in and provide information or simply pass along flyers.

Be sure to check pertinent rules and procedures or any departmental policy before allowing a private business access to state property. In some instances it may be allowed and in other instances, not allowed. Businesses participating in the EDP are not allowed to solicit or contact state employees directly at work areas without prior approval by the employee and department. Personal employee information is never supplied to any business, per Work-Life Program policy.

Each department should develop an internal policy regarding these informational seminars or on-site displays, which addresses issues such as whether or not businesses will be allowed to conduct these

seminars on state property, how often seminars will be allowed, and what topics are allowed. If needed, consult the Work-Life Program Coordinator for assistance with establishing this departmental policy.

If a business is inquiring about the process for being added to the PerkSpot Web site, please refer the business to PerkSpot at merchant@perkspot.com.

FREQUENTLY ASKED QUESTIONS

 \mathbf{Q} – I know there was a discount for a particular business a few months back, but now I cannot find the information on the Web site. How do I get the discount?

A – The PerkSpot Web site contains all current employee discounts, except for childcare. Childcare discounts offered to state employees may be found on the main EDP Web page at www.colorado.gov/dpa/discounts. If a particular business or discount is not listed, it has expired or been removed. Some discount offers are only for a limited time and may change.

Q – Why are no discounts available to me, or in my area?

A – Generally, all PerkSpot discounts are available to all employees, regardless of branch of government or geographical location (in some instances the business may have exclusions to a discount offer). However, it is understood that certain discounts may not offer the same real value to all employees. For example, a discount for a health club located only in the Denver area may not provide a real advantage to employees in other areas of the State. Businesses willing to offer a discount to state employees may be encouraged to contact PerkSpot at merchant@perkspot.com.

 ${f Q}$ – The price a business quoted me was more than or equal to regular customers who are not eligible for a discount. I thought I was supposed to save money?

A – The Work-Life Program does not guarantee or negotiate discounts. Employees should always research and compare prices and level of service before making any purchase. Remember, the State of Colorado and Work-Life Program do not endorse any of the businesses and assume no responsibility for any purchases or contracts between the business and employee. Also, be sure that the business is aware that you are a State of Colorado employee and eligible for a discount. If the PerkSpot Web site shows a specific price or discount, let the business know. If an employee is being denied a discount that is listed on the PerkSpot Web site (for example, the business is asking for an account number and nothing is listed on the Web site), please contact PerkSpot at cs@perkspot.com for assistance.

Contact: Work-Life Employee Discount Program

E-mail: discounts@state.co.us

Web site: www.colorado.gov/dpa/discounts
PerkSpot Customer Service: cs@perkspot.com

PerkSpot – Adding New Discounts: merchant@perkspot.com

Work-Life Resource and Referral Program

E-mail: hrs.work-life@state.co.us

Web site: http://www.colorado.gov/dpa/dhr/worklife